



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

NURSE/ADMINISTRATOR

Job Number: 20001020

Job Code: 43390V161016

Job Group: 4300 - NURSING

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs administrative support duties for the Nursing Service Administrator/Nurse Executive; OR, supervises nursing services in a specific geographic region providing medical services to special health care needs children; OR, manages/supervises a program branch or section requiring professional nursing training; performs professional nursing duties; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have three years of experience as a Registered Nurse.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree in nursing will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. <http://www.lrc.state.ky.us/KRS/314-00/041.PDF> <http://www.lrc.state.ky.us/KRS/314-00/101.PDF> <http://www.kbn.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews books, pamphlets, journals and other professional materials. Develops curriculum and conducts in service training for professional nursing staff or arranges for such training. Serves on hospital committees. Counsels with nursing staff. Meets with patients to conduct assessments. Provides guidance on institutional, agency and nursing policies and procedures. Gathers data and drafts reports. Reviews medical records and maintenance. Accompanies physicians on rounds and takes detailed notes on necessary nursing services. Makes periodic rounds to consult with nursing staff. Assists in establishing lines of authority and responsibility and defining the duties of nursing staff and others to insure that program objectives are met. Assists in the planning, evaluation and development of medical programs for special health care needs children in an area. Participates in the selection, promotion and disciplining of nursing staff. Monitors delivery of services through reports, staff meetings and on site visits. Provides technical assistance to contract service providers and monitors contracts. Monitors program budget. Serves on statewide eligibility committee determining admission of applicants to a statewide program serving special health care needs children.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents work with patients, clients or employees who may have been exposed to infectious diseases.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.